### SECURITIES AND EXCHANGE COMMISSION Washington, D.C. 20549

### **FORM U-13-60**

ANNUAL REPORT

For the Year Ended December 31, 2000

### UNITIL SERVICE CORP. 6 Liberty Lane West, Hampton, New Hampshire 03842-1720

A Subsidiary Service Company

Date of Incorporation:

October 9, 1984

State of Incorporation:

New Hampshire

Name, Title and Address of officer to whom correspondence concerning this report should be addressed:

Mark H. Collin, Treasurer 6 Liberty Lane West Hampton, NH 03842

Name of Principal Holding Company Whose Subsidiaries are served by Reporting Company:

**UNITIL** Corporation

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### SCHEDULE I - COMPARATIVE BALANCE SHEET

ACCOUNT	ASSETS AND OTHER DEBITS	AS OF DECE!	MBER 31 PRIOR
	SERVICE COMPANY PROPERTY		
101	Service company property (Schedule II)	5,749,973	5,923,878
107	Construction work in progress (Schedule II)	0	0,020,070
	Total Property	5,749,973	5,923,878
108	Less accumulated provision for depreciation		
	and amortization of service company		
	property (Schedule III)	3,727,634	3,518,140
	Net Service Company Property	2,022,339	2,405,738
ı	INVESTMENTS		
123	Investments in associate companies (Schedule IV)	0	0
124	Other investments (Schedule IV)	0	0
	Total investments	0	0
(	CURRENT AND ACCRUED ASSETS		
131	Cash	68,903	562,111
134	Special deposits	0	0
135	Working funds	6,000	6,000
136	Temporary cash investments (Schedule IV)	0	0,000
141	Notes receivable	0	0
143	Accounts receivable	61,414	45,042
144	Accumulated provision for uncollectable accounts	. 0	0
146	Accounts receivable from associate Companies (Schedule V)	1,005,380	1,991,847
152	Fuel stock expense undistributed (Schedule VI)	0	
154	Materials and supplies	0	0
163	Stores expense undistributed (Schedule VII)	0	0
165	Prepayments	192,382	75,976
174	Miscellaneous current and Accrued Assets (Schedule VIII)	0	. 0
	Total Current and Accrued Assets	1,334,079	2,680,976
E	DEFERRED DEBITS		
181	Unamortized debt expense	0	0
184	Clearing accounts	42,556	70,976
186	Miscellaneous deferred debits (Schedule IX)	1,528,777	1,605,254
188	Research, development, demonstration expenditures (Schedule X)	0	0
	Accumulated deferred income tax	0	0
	Total Deferred Debits	1,571,333	1,676,230
	TOTAL ASSETS AND OTHER DEBITS _	4,927,751	6,762,944

### SCHEDULE I - COMPARATIVE BALANCE SHEET

ACCOUNT	LIABILITIES AND PROPRIETARY CAPITAL	AS OF DECE	
		CURRENT	PRIOR
	PROPRIETARY CAPITAL		
201	Common stock issued (Schedule XI)	1,000	1,000
211	Miscellaneous paid-in-capital (Schedule XI)	0	0
215	Appropriated retained earnings (Schedule XI)	0	0
216	Unappropriated retained earnings (Schedule XI)	1,688	1,688
	Total Proprietary Capital	2,688	2,688
	LONG-TERM DEBT		
223	Advances from associate companies (Schedule XII)	0	0
224	Other long-term debt (Schedule XII)	0	0
225	Unamortized premium on long- term debt	0	0
226	Unamortized discount on long-term debt-debit	0	0
	Total Long-Term Debt	0	0
227	Obligations under capital leases - non-current	1,306,099	1,696,254
	CURRENT AND ACCRUED LIABILITIES		
231	Notes payable	0	0
232	Accounts payable	151,145	488,558
233	Notes payable to associate companies (Schedule XIII)	990,727	1,915,347
234	Accounts payable to associate companies (Schedule XIII)	(77,384)	(81,926)
236	Taxes accrued	47,388	65,288
237	Interest accrued	0	73,524
238	Dividends declared	0	0
241	Tax collections payable	0	0
242	Miscellaneous current and accrued Liabilities (Schedule XIII)	2,517,316	2,505,121
243	Obligations under capital leas es - current	726,627	723,415
	Total Current and Accrued Liabilities	4,355,819	5,689,327
	DEFERRED CREDITS		
253	Other deferred credits	0	0
255	Accumulated deferred investment tax credits	0	0
	Total Deferred Credits	0	0
282	ACCUMULATED DEFERRED INCOME TAXES	(736,855)	(625,325)
	TOTAL LIABILITIES AND PROPRIETARY CAPITAL _	4,927,751	6,762,944

### SCHEDULE II - SERVICE COMPANY PROPERTY

DESCRIPTION	BALANCE AT BEGINNING OF YEAR	ADDITIONS	RETIREMENTS OR SALES	OTHER CHANGES 1/	BALANCE AT CLOSE OF YEAR
SERVICE COMPANY PROPERTY Account					
301 ORGANIZATION					
303 MISCELLANEOUS INTANGIBLE PLANT					
304 LAND AND LAND RIGHTS					
305 STRUCTURES AND IMPROVEMENTS					
306 LEASEHOLD IMPROVEMENTS					
307 EQUIPMENT 2/	4,768,997	334,970	(513,433)	0	4,590,534
308 OFFICE FURNITURE AND EQUIPMENT	1,122,290	8,611	0	0	1,130,901
309 AUTOMOBILES, OTHER VEHICLES AND RELATED GARAGE EQUIPMENT	32,591	28,538	(32,591)	0	28,538
310 AIRCRAFT AND AIRPORT EQUIPMENT					
311 OTHER SERVICE COMPANY PROPERTY 3/					
SUB-TOTAL	5,923,878	372,119	(546,024)	0	5,749,973
107 CONSTRUCTION WORK IN PROGRESS					
TOTAL	5,923,878	372,119	(546,024)	0	5,749,973

1/ PROVIDE AN EXPLANATION OF THOSE CHANGES CONSIDERED MATERIAL:

NONE

2/ SEE NEXT PAGE FOR 2000 EQUIPMENT ADDITIONS

### SCHEDULE II - SERVICE COMPANY PROPERTY CONTINUED

2/ SUB-ACCOUNTS ARE REQUIRED FOR EACH CLASS OF EQUIPMENT OWNED. THE SERVICE COMPANY SHALL PROVIDE A LISTING BY SUBACCOUNT OF EQUIPMENT ADDITIONS DURING THE YEAR AND THE BALANCE AT THE CLOSE OF THE YEAR:

SUBACCOUNT DESCRIPTION		ADDITIONS	BALANCE AT CLOSE OF YEAR
Computer Equipment		334,970	3,839,456
PBX Phone System		0	751,078
	TOTAL	334,970	4,590,534

3/ DESCRIBE OTHER SERVICE COMPANY PROPERTY: NONE

4/ DESCRIBE CONSTRUCTION WORK IN PROGRESS: NONE

### SCHEDULE III - ACCUMULATED PROVISION FOR DEPRECIATION AND AMORTIZATION OF SERVICE COMPANY PROPERTY

ACCOUNT	DESCRIPTION	BALANCE AT BEGINNING OF YEAR	ADDITIONS CHARGED TO ACCOUNT 403	RETIRE- MENTS	OTHER CHANGES ADD(DEDUCT)1/	BALANCE AT CLOSE OF YEAR
301	ORGANIZATION MISCELLANEOUS					
303	INTANGIBLE PLANT					
304	LAND AND LAND RIGHTS STRUCTURES AND					
035	IMPROVEMENTS LEASEHOLD					
306	IMPROVEMENTS					
307	EQUIPMENT OFFICE FURNITURE AND	3,058,732	41,441	0	0	3,100,173
308	EQUIPMENT	454,102	156,815	0	0	610,917
309	AUTOMOBILES, OTHER VEHICLES AND RELATED GARAGE					
	EQUIPMENT AIRCRAFT AND AIRPORT	5,306	11,236	0	0	16,542
310	EQUIPMENT OTHER SERVICE COMPANY					
311	PROPERTY					
TOTAL		2 519 440	200.404			0.707.004
IOIAL		3,518,140	209,491	0	0	3,727,631

1/ PROVIDE AN EXPLANATION OF THOSE CHANGES CONSIDERED MATERIAL: None

### **SCHEDULE IV - INVESTMENTS**

INSTRUCTIONS:

Complete the following schedule concerning investments. Under Account 124 "Other Investments" state each investment separately, with description, including, the name of issuing company, number of shares or principal amount. Under Account 136, "Temporary Cash Investments", list each investment separately.

**BALANCE AT** BALANCE AT CLOSE **ACCOUNT DESCRIPTION BEGINNING OF YEAR** OF YEAR 123 **INVESTMENT IN ASSOCIATE COMPANIES** 0 0 124 OTHER INVESTMENTS 0 0 136 **TEMPORARY CASH INVESTMENTS** 0 0 TOTAL 0 0

### SCHEDULE V - ACCOUNTS RECEIVABLE FROM ASSOCIATE COMPANIES

INSTRUCTIONS:

Complete the following schedule listing accounts receivable from each associate company. Where the service company has provided accommodation or convenience payments for associate companies, a separate listing of total payments for each associate company by subaccount should be provided.

ACCOUNT	DESCRIPTION	BALANCE AT BEGINNING OF YEAR	BALANCE AT CLOSE OF YEAR
146	ACCOUNTS RECEIVABLE FROM ASSOCIATE COMPANIES		
Concord I	Electric Company	295,912	146,157
Exeter & I	Hampton Electric Company	314,217	160,016
Fitchburg	Gas and Electric Light Company	808,568	372,011
UNITIL P	ower Corp.	447,532	229,136
UNITIL R	ealty Corp.	7,252	1,414
UNITIL C	orporation	0	150
UNITIL R	esources, Inc.	118,366	96,496
	TOTAL	1,991,847	1,005,380
ANALYSI	S OF CONVENIENCE OR ACCOMMODATION PAYMENTS:		
Concord E	Electric Company		396,895
Exeter & I	Hampton Electric Company		360,079
Fitchburg	Gas and Electric Light Company		1,308,176
UNITIL PO	ower Corp.		161,954
UNITIL R	ealty Corp.		14,464
UNITIL Re	esources, Inc.		49,468
Usource I	nc.		96,062
UNITIL Co	orp.		26,469
	of convenience payments by type and company, paid by UNITIL		
Service Co	orp. see next page	_	
	TOT	TAL PAYMENTS	2,413,567

### CONVENIENCE PAYMENTS BY TYPE AND COMPANY

	CECO	E&H	FGE	UPC	URC	URI Usource	Usource	S	Total
Insurance	280,681	256,246	568,919	73,446	14,464	3,596	671		1,198,023
Legal	26,644	22,086	620,278	64,933		9,732	69,305	26,469	839,447
Telephone	15,882	3,302	5,669			1,008	7,148		33,009
Payroll	16,281	16,305	30,462			2,426	8,037		73,511
Audit	29,033	29,033	38,382	23,575					120,023
Network/Hardware/Data Costs	28,374	33,107	44,466			32,706	10,901		149,554

### **SCHEDULE VI - FUEL STOCK EXPENSES UNDISTRIBUTED**

INSTRUCTIONS:

Report the amount of labor and expenses incurred with respect to fuel stock expense during the year and indicate amount attributable to each associate company. Under the section headed "Summary" listed below give an overall report of the fuel functions performed by the service company.

ACCOUNT	DESCRIPTION		LABOR	EXPENSE		TOTAL	
152	FUEL STOCK EXPENSE UNDISTRIBUTED		C	)	0		0
		TOTAL_	C	)	0		0

SUMMARY:

### **SCHEDULE VII - STORES EXPENSE UNDISTRIBUTED**

INSTRUCTIONS:

Report the amount of labor and expenses incurred with respect to stores expense during the year and indicate amount attributable to each associate company.

ACCOUNT	DESCRIPTION		LABOR	EXPENSE	TOTAL	_
163	STORES EXPENSE UNDISTRIBUTED		0	0	C	)
		TOTAL	0	0	) C	<u></u>

### SCHEDULE VIII - MISCELLANEOUS CURRENT AND ACCRUED ASSETS

INSTRUCTIONS:

Provide detail of items in this account. Items less than \$10,000 may be grouped, showing the number of items in each group.

ACCOUNT	DESCRIPTION		BALANCE AT BEGINNING OF YEAR	BALANCE AT CLOSE OF YEAR
174	MISCELLANEOUS CURRENT AND ACCRUED		0	0
		TOTAL	0	0

### **SCHEDULE IX - MISCELLANEOUS DEFERRED DEBITS**

**INSTRUCTIONS:** 

Provide detail of items in this account. Items less than \$10,000 may be grouped by class

showing the number of items in each class.

ACCOUNT	DESCRIPTION		BALANCE AT BEGINNING OF YEAR	BALANCE AT CLOSE OF YEAR
186	MISCELLANEOUS DEFERRED DEBITS			
	Under/(over) collected administrative expenses		14,672	16,755
	Postage		55,584	11,851
	Management Studies		0	106,837
	Software Costs		1,534,998	1,393,334
		TOTAL	1,605,254	1,528,777

### SCHEDULE X - RESEARCH, DEVELOPMENT OR DEMONSTRATION EXPENDITURES

**INSTRUCTIONS:** 

Provide a description of each material research, development, or demonstration project

which incurred costs by the service corporation during the year.

ACCOUNT	DESCRIPTION		BALANCE AT CLOSEOF YEAR
188	RESEARCH, DEVELOPMENT OR DEMONSTRATION EXPENDITURES		0
		TOTAL_	0

### **SCHEDULE XI - PROPRIETARY CAPITAL**

**INSTRUCTIONS** 

Classify amounts in each account with brief explanation, disclosing the general nature of transactions which gave rise to the reported amounts.

		NUMBER OF	PAR OR	OUTSTANDING PERIO	
ACCOUNT	CLASS OF STOCK	SHARES AUTHORIZED	STATED VALUE PER SHARE	NO. OF SHARES	TOTAL AMOUNT
201	COMMON STOCK ISSUED	300	10.00	100	1,000

ACCOUNT	DESCRIPTION	BALANCE A CLOSE OF YEAR	
211	MISCELLANEOUS PAID-IN CAPITAL		0
215	APPROPRIATED RETAINED EARNINGS		0
		TOTAL	0

ACCOUNT	DESCRIPTION	BALANCE AT BEGINNING OF YEAR	NET INCOME OR (LOSS)	DIVIDENDS PAID	BALANCE AT CLOSE OF YEAR
216	UNAPPROPRIATED RETAINED EARNINGS	1,688	0	0	1,688
	TOTAL	1,688	0	0	1,688

0

0

### SCHEDULE XII - LONG-TERM DEBT

INSTRUCTIONS:	INSTRUCTIONS: Advances from associate companies should be reported separately for advances on notes, and advances on open account. Names of associate companies from which advances were received shall be shown under the class and series of chination column. For Account 224
	- Other long-term debt provide the name of creditor company or organization, terms of the obligation, date of maturity, interest rate, and the amount authorized and outstanding.

BALANCE AT LOSE OF YEAR	0	0
1/ BALANCE AT ADDITIONS DEDUCTIONS CLOSE OF YEAR	0	0
ADDITIONS	0	0
BALANCE AT BEGINNING OF YEAR	0	0
AMOUNT AUTHORIZED		
INTEREST RATE		
DATE OF MATURITY		
TERMS OF OBLIG CLASS & SERIES OF OBLIGATION		
NAME OF CREDITOR	ADVANCES FROM ASSOCIATE COMPANIES	OTHER LONG-TERM DEBT:
ACCOUNT	223	224

### **SCHEDULE XIII - CURRENT AND ACCRUED LIABILITIES**

INSTRUCTIONS:

Provide balance of notes and accounts payable to each associate company. Give description and amount of miscellaneous current and accrued liabilities. Items less than \$10,000 may be grouped, showing the number of items in each group.

ACCOUNT	DESCRIPTION		BALANCE AT BEGINNING OF YEAR	BALANCE AT CLOSE OF YEAR
233	NOTES PAYABLE TO ASSOCIATE COMPANIES Money	/ Pool	1,915,347	990,727
		TOTAL	1,915,347	990,727
234	ACCOUNTS PAYABLE TO ASSOCIATE COMPANIES			
	Concord Electric Company		(51,509)	(66,614)
	Exeter & Hampton Electric Company		(46,471)	(55,531)
	Fitchburg Gas and Electric Company		(149,073)	(286,931)
	UNITIL Corporation (1)		192,214	369,887
	UNITIL Power Corporation		(22,976)	(27,533)
	UNITIL Realty Corporation		(244)	(59)
	UNITIL Resources Inc		(3,867)	(71)
	Usource LLC		0	(10,532)
(1) Ba subsid	lance consists of KESOP for UNITIL Service Employees or	nly, not		
Subsic	iidi ies.	TOTAL	(81,926)	(77,384)
242	MISCELLANEOUS CURRENT AND ACCRUED LIABILIT	TIES		
	Accrued FASB 87		962,399	1,068,097
	Accrued Supplemental Executive Retirement Plan		558,886	632,240
	Accrued Legal Fees		187	0
	Accrued Annual Report		49,836	47,954
	Accrued FASB 106		110,308	138,133
	Accrued FASB 106 - APBO		7,331	12,241
	Accrued FASB 106 - Gain/Loss		(1,649)	(1,649)
	Accrued Auditing		456	3,000
	Accrued Compensation		817,367	617,300
		_	2,505,121	2,517,316

### **SCHEDULE XIV - NOTES TO FINANCIAL STATEMENTS**

**INSTRUCTIONS:** 

The space below is provided for important notes regarding the financial statements or any account thereof. Furnish particulars as to any significant contingent assets or liabilities existing at the end of the year. Notes relating to financial statements shown elsewhere in this report may be indicated here by reference.

Selected Notes to the Financial Statements:

UNITIL Service Corp. (USC), a wholly-owned subsidiary of UNITIL Corporation, a public utility holding company, provides centralized support services to the parent company and its subsidiaries. USC is subject to the jurisdiction of the Securities and Exchange Commission (SEC) under the Public Utility Holding Company Act of 1935. Accordingly, USC maintains its books of account as prescribed by the "Uniform System of Accounts for Mutual Service Companies and Subsidiary Service Companies" as Amended February 2, 1979 to be effective January 1, 1980. USC prepares its financial statements in conformity with generally accepted accounting principles.

Please refer to the 2000 UNITIL Corporation Form 10-K for additional disclosures.

### SCHEDULE XV - STATEMENT OF INCOME

ACCOUNT	DESCRIPTION		CURRENT YEAR	PRIOR YEAR
	INCOME			
457	Services rendered to associate companies		16,481,555	17,587,988
458	Services rendered to nonassociate compan	ies	30,000	30,000
419	Interest Income		0	0
421	Miscellaneous income or loss		(5,142)	0
		Total Income	16,506,413	17,617,988
	EXPENSE			
920	Salaries and wages		8,822,930	8,749,800
921	Office supplies and expenses		896,018	904,781
922	Administrative expense transferred - credit		(67,320)	(7,035)
923	Outside services employed		901,143	733,642
924	Property insurance		3,254	2,182
925	Injuries and damages		54,583	32,901
926	Employee pensions and benefits		1,461,094	1,812,887
928	Regulatory commission expense		0	400
930.1	General advertising expense		40,982	84,134
930.2	Miscellaneous general expense		427,000	621,918
931	Rents		1,455,652	1,511,230
932	Maintenance of structures and equipment		482,118	549,938
403	Depreciation and amortization expense		1,053,409	1,195,903
408	Taxes other than income taxes		679,843	721,062
409	Income taxes		98,153	88,622
410	Provision for deferred income taxes		(111,529)	172,847
411	Provision for deferred income taxes - credit		0	0
411.5	Investment tax credit		0	0
426.1	Donations		47,765	96,601
426.5	Other deductions		0	0
427	Interest on long-term debt		0	0
430	Interest on debt to associate companies		45,715	15,550
431	Other interest expense	_	215,603	330,625
		Total Expense	16,506,413	17,617,988
		-		
	Net In	come or (Loss)	0	0

### **ANALYSIS OF BILLING ASSOCIATE COMPANIES - ACCOUNT 457**

NAME OF ASSOCIATE COMPANY	DIRECT COSTS CHARGED 457-1	INDIRECT COSTS CHARGED 457-2	COMPENSATION FOR USE OF CAPITAL 457-3	TOTAL AMOUNT BILLED
Concord Electric Company	1,314,266	976,629	0	2,290,895
Exeter & Hampton Electric Company	1,445,675	1,094,555		2,540,230
Fitchburg Gas and Electric Light Company	3,859,959	2,948,288		6,808,247
UNITIL Power Corp.	1,870,877	1,388,093	0	3,258,970
UNITIL Realty Corp.	15,907	10,108	0	26,015
UNITIL Resources, Inc.	832,485	661,222	0	1,493,707
UNITIL Corp.	32,795	30,696	0	63,491
TOTAL	9,371,964	7,109,591	0	16,481,555

### **ANALYSIS OF BILLING NONASSOCIATE COMPANIES - ACCOUNT 458**

NAME OF NONASSOCIATE COMPANY	DIRECT COSTS CHARGED 457-1	INDIRECT COSTS CHARGED 457-2	COMPENSATION FOR USE OF CAPITAL 457-3	TOTAL COST	EXCESS OR DEFICIENCY 458-4	TOTAL AMOUNT BILLED
UNITIL Retiree Trust	0	30,000		30,000	0	30,000
TOTAL	0	30,000	0	30,000	0	30,000

INSTRUCTION: Provide a brief description of the services rendered to each non-associate company.

UNITIL Retiree Trust - Professional services provided.

# SCHEDULE XVI - ANALYSIS OF CHARGES FOR SERVICE - ASSOCIATE AND NONASSOCIATE COMPANIES

S GARAGES  CHARGES  CHARGES  COST  C		ASSO	SOCIATE COMPANY	PANY	NONASSC	NONASSOCIATE COMPANY	IPANY	TOTAL CH	TOTAL CHARGES FOR SERVICE	SFRVICE
SALARIES AND WAGES	DESCRIPTION OF ITEMS		CHARGES		_	HARGES			10-10-10-1	
SALARIES AND WAGES         8,306,044         486,886         8,792,330         30,000         30,000         6,306,044         516,886           OFFICE SUPPLES SAND EXPENSES         86,197         896,018         30,000         30,000         6,306,197         898,821           OUNTSIDE SERVICES EMPLOYED         96,329         904,814         901,443         0         0         0         6,197         80,829         80,481         901,443         0		DIRECT	INDIRECT COST	TOTAL	DIRECT	INDIRECT COST	TOTAL	DIRECT	INDIRECT	TOTAL
OFFICE SENDELES         56,197         899,018         896,018         0         56,197         839,821           DONINE EXPENSE TRANSCREDIT         96,329         96,329         90,143         90,143         0         96,329         904,814           PRODES EXPLOCES EMPLOYED         96,329         90,144         901,143         901,143         0         96,329         904,814           NULURIES AND DAMAGES         1,461,094         1,461,094         1,461,094         1,461,094         1,461,094         1,461,094         1,461,094           REGULATORY COMMISSION EXPENSE         40,982         40,982         40,982         40,982         1,461,094         1,461,094         1,461,094           MINCE STRUCT. & EXPENSE         427,000         1,461,094         1,033,409         1,033,409         1,033,409         1,633,409         1,641,094           MAINT. OF STRUCT. & EXPENSE         1,033,409         1,033,409         1,033,409         1,033,409         1,033,409         1,033,409         1,033,409         1,033,409         1,033,409         1,033,409         1,033,409         1,033,409         1,033,409         1,033,409         1,033,409         1,033,409         1,033,409         1,033,009         1,033,409         1,033,409         1,033,409         1,033,409		8,306,044	486,886	8,792,930		30,000	30,000	8,306,044	516,886	8,822,930
ADMIN EXPENSE TRANS-CREDIT         96,329         (67,320)         (67,430)         (67,430)         (67,430)         (67,440,100) <th< td=""><td></td><td>56,197</td><td>839,821</td><td>896,018</td><td></td><td></td><td>0</td><td>56,197</td><td>839,821</td><td>896,018</td></th<>		56,197	839,821	896,018			0	56,197	839,821	896,018
OUNTSIDE SERVICES EMPLOYED         96,329         804,814         901,143         0         96,329         804,814           PROPERTY INSURANCE         A,324         3,254         901,143         0         96,329         804,814           PROPERTY INSURANCE         A,324         4,324         3,254         0         0         0         3,254           PROPERTY INSURAND EMPERISE         4,461,094         1,461,094         0         0         0         1,461,094           REGULATORY COMMISSION EXPENSE         40,982         40,982         40,982         0         0         0         0         1,461,094           MINC. GENERAL EXPENSE         40,982         40,982         40,982         0         0         0         0         40,982           MINC. GENERAL EXPENSE         431,276         427,000         427,000         0         0         0         0         1,461,004           MAINC. GENERAL EXPENSE         1,465,662         1,465,662         0         0         0         0         0         1,465,662           MAINC. GENERAL EXPENSE         1,465,662         1,465,662         1,465,662         0         0         0         1,465,662           MAINCA CARDIT         1,460,662	ADMIN EXPENSE TRANS-CREDIT		(67,320)	(67,320)			0	0	(67,320)	(67,320)
PROPERTY INSURANCE   3,254	OUTSIDE SERVICES EMPLOYED	96,329	804,814	901,143			0	96,329	804,814	901,143
NAMINES AND DAMAGES   54,583   54,583   54,583   54,583   54,583   54,583   54,583   54,583   54,583   54,682   58,982   54,682   58,982   54,682   58,982	PROPERTY INSURANCE		3,254	3,254			0	0	3,254	3,254
Page	INJURIES AND DAMAGES	<b>4</b>	54,583	54,583			0	0	54,583	54,583
Communication Expense   Comm	EMPLOYEE PENSIONS AND BENEFITS		1,461,094	1,461,094			0	0	1,461,094	1,461,094
Color   Colo	REGULATORY COMMISSION EXPENSE		0	0			0	0	0	0
Name			40,982	40,982			0	0	40,982	40,982
1,455,652			427,000	427,000			0	0	427,000	427,000
MAINT. OF STRUCT. & EQUIP.         913,394         (431,276)         482,118         0         913,394         (431,276)           DEPR. AND AMORT. EXPENSE         1,053,409         1,053,409         1,053,409         0         0         913,394         (431,276)           DEPR. AND AMORT. EXPENSE         1,053,409         1,053,409         0<	RENTS		1,455,652	1,455,652			0	0	1,455,652	1,455,652
DEPR. AND AMORT. EXPENSE         1,053,409         1,053,409         1,053,409         0         1,053,409         0         1,053,409         0         1,053,409         0         1,053,409         0         1,053,409         0         1,053,409         0         1,053,409         0	MAINT. OF STRUCT. & EQUIP.	913,394	(431,276)	482,118			0	913,394	(431,276)	482,118
TAXES OTHER THAN INCOME         679,843         679,843         679,843         679,843         679,843         679,843         679,843         679,843         679,843         679,843         679,843         679,843         679,843         98,153         98,173         98,173         98,173         98,173         98,173         98,173         98,173         98,173         98,173         98,173         98,173         98,173         98,173         98,173         98,173         98,173         98,173         98,173         9	DEPR. AND AMORT. EXPENSE		1,053,409	1,053,409			0	0	1,053,409	1,053,409
INCOME TAXES	TAXES OTHER THAN INCOME		679,843	679,843			0	0	679,843	679,843
PROV FOR DEF INC TAXES         (111,529) <td>INCOME TAXES</td> <td>•</td> <td>98,153</td> <td>98,153</td> <td></td> <td></td> <td>0</td> <td>0</td> <td>98,153</td> <td>98,153</td>	INCOME TAXES	•	98,153	98,153			0	0	98,153	98,153
INVESTMENT TAX CREDIT   0   0   0   0   0   0   0   0   0	PROV FOR DEF INC TAXES		(111,529)	(111,529)			0	0	(111,529)	(111,529)
INVESTMENT TAX CREDIT  INTEREST INCOME  DONATIONS  OTHER DEDUCTIONS  OTHER DEDUCTIONS  OTHER DEDUCTIONS  OTHER DEDUCTIONS  OTHER DEDUCTIONS  OTHER INTEREST ON LONG-TERM DEBT  Ssociate and nonassociate companies the tal amount billed under their separate  NUCTION: Total cost of service will equal for tal amount billed under their separate  Substitution FOR USE OF EQUITY CAPITAL  TOTAL COST OF SERVICE  INTEREST ON DEBT TO ASSOCIATE COST  OTHER DEBT  OTHER DETAILS  OTHER DEBT  OTHER DEBT  OTHER DEBT  OTHER DEBT  OTHER DETAILS  OTHER DEBT  OTHER DETAILS  OTHER DETAILS	PROV FOR DEF INC TAX CREDIT		· •	0			0	0	0	0
INTEREST INCOME				0		,	0	0	0	0
DONATIONS         DONATIONS         47,765         47,765         47,765         47,765         47,765         47,765         47,765         47,765         0         0         47,765         0         0         0         47,765         0         215,603         2			0	0			0	0	0	0
OTHER DEDUCTIONS  INTEREST ON LONG-TERM DEBT OTHER INTEREST EXPENSE OTHER INTEREST EXPENSE OTHER INTEREST ON LONG-TERM DEBT OTHER INTEREST ON LONG-TOF SERVICE OTHER INTEREST ON LONG-TERM DEBT OTHER DEBT OTHER INTEREST ON LONG-TERM DEBT OTHER			47,765	47,765			0	0	47,765	47,765
S 9,371,964 7,058,734 16,430,698 0 30,000 30,000 9,371,964 7,088,734 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	_		0	0			0	0	0	0
S 9,371,964 7,058,734 16,430,698 0 30,000 30,000 9,371,964 7,088,734 0 45,715 0 0 45,715 0 45,715 0 5,142 0 0 30,000 9,371,964 7,134,449 0 5,142 0 30,000 30,000 9,371,964 7,134,449 0 5,142 0 30,000 30,000 9,371,964 7,139,591	INTEREST ON LONG-TERM DEBT		1	0			0	0	0	0
S 9,371,964 7,058,734 16,430,698 0 30,000 30,000 9,371,964 7,088,734 0 45,715 0 0 0 0 45,715 0 45,715 0 0 0 0 45,715 0 5,142 0 0 0 0 5,142 5,142 0 30,000 30,000 9,371,964 7,139,591	OTHER INTEREST EXPENSE		215,603	215,603			0	0	215,603	215,603
s the       s the         XPENSES       9,371,964       7,058,734       16,430,698       0       30,000       30,000       9,371,964       7,088,734         CAPITAL       0       45,715       0       0       0       0       45,715         E COS.       0       0       0       0       45,715       0       45,715         XPENSES       9,371,964       7,104,449       16,476,413       0       30,000       30,000       9,371,964       7,134,449         9,371,964       7,104,445       16,481,555       0       30,000       30,000       9,371,964       7,139,591	RUCTION: Total cost of service will equal for									
SYPENSES         9,371,964         7,058,734         16,430,698         0         30,000         30,000         9,371,964         7,088,734           CAPITAL         0         45,715         0         0         0         0         45,715           E COS.         0         0         0         0         0         45,715           XPENSES         9,371,964         7,104,449         16,476,413         0         0         0         0         0         45,715           9,371,964         7,104,449         16,476,413         0         0         0         0         0         0         5,142           9,371,964         7,109,591         16,481,555         0         30,000         30,000         9,371,964         7,139,591	associate and nonassociate companies the									
XPENSES         9,371,964         7,058,734         16,430,698         0         30,000         30,000         9,371,964         7,088,734           CAPITAL         0         45,715         0         0         0         0         45,715           E COS.         0         0         0         0         0         45,715           XPENSES         9,371,964         7,104,449         16,476,413         0         30,000         30,000         9,371,964         7,134,449           9,371,964         7,104,449         16,481,555         0         30,000         30,000         9,371,964         7,139,591	total amount billed under their separate									
XPENSES         9,371,964         7,058,734         16,430,698         0         30,000         30,000         9,371,964         7,088,734           CAPITAL         0         45,715         0         0         0         0         45,715           E COS.         0         0         0         0         0         45,715           XPENSES         9,371,964         7,104,449         16,476,413         0         0         0         0         0         45,715           9,371,964         7,104,449         16,476,413         0         0         0         0         0         5,142           9,371,964         7,104,551         16,481,555         0         30,000         30,000         9,371,964         7,139,591	analysis of billing schedules.									
CAPITAL         0         45,715         45,715         0         0         0         0         45,715           XPENSES         9,371,964         7,104,449         16,476,413         0         30,000         30,000         9,371,964         7,134,449           0         5,142         5,142         0         0         0         0         5,142           9,371,964         7,109,591         16,481,555         0         30,000         30,000         9,371,964         7,139,591	SUBTOTAL EXPENSES		7,058,734	16,430,698	0	30,000	30,000	9,371,964	7,088,734	16,460,698
E COS.         0         0         0         0         45,715         0         45,715         0         45,715         0         45,715         0         30,000         30,000         9,371,964         7,134,449         7,	APENSATION FOR USE OF EQUITY CAPITAL			0			0			0
XPENSES         9,371,964         7,104,449         16,476,413         0         30,000         30,000         9,371,964         7,134,449           0         5,142         0         0         0         0         0         5,142           9,371,964         7,109,591         16,481,555         0         30,000         30,000         9,371,964         7,139,591	INTEREST ON DEBT TO ASSOCIATE COS.	0	45,715	45,715	0	0	0	0	45,715	45,715
0         5,142         5,142         0         0         0         0         5,142           9,371,964         7,109,591         16,481,555         0         30,000         30,000         9,371,964         7,139,591	TOTAL EXPENSES		7,104,449	16,476,413	0	30,000	30,000	9,371,964	7,134,449	16,506,413
9 371 964 7 109 591 16 481 555 0 30 000 30 000 9 371 964 7 139 591	MISCELLANEOUS (INCOME)/LOSS	0	5,142	5,142	0	0	0	0	5,142	5,142
	TOTAL COST OF SERVICE	9,371,964	7,109,591	16,481,555	0	30,000	30,000	9,371,964	7,139,591	16,511,555

## SCHEDULE XVII - SCHEDULE OF EXPENSE DISTRIBUTION BY DEPARTMENT OR SERVICE FUNCTION

NOI		TECHNOLOGY	513,540	284,697		40,445			18,781				806,181	360,854																	2,024,498
DEPARTMENT OR SERVICE FUNCTION		ENGINEERING	1,268,949	88,888		13,828			2,199				3,173	1,297																	1,378,334
PARTMENT OR	<u> </u>	SERVICES	1,492,219	145,844		90,380		·	14,683				60,352	62,263																	1,865,741
		FINANCE	661,595	38,880	<del></del>	173,565	3,254	54,583	2,807			310,088	1,486,225			- 1									45,715	215,603					363,895 2,992,315
		DISTRIBUTION	284,346	5,510		70,010							4,029																		363,895
FUNCTION	ENERGY	MARKETS	1,167,266	33,437		6,312			(7,733)	•								· · · · · · · · · · · · · · · · · · ·				•									1,199,282
DEPARTMENT OR SERVICE FUNCTION		ACCOUNTING	917,154	18,823	(67,320)	15,986			3,808				(936,480)	27,865	1,053,409	679,843	98,153	(111,529)	•		47,765										1,747,477
DEPARTME		ADMIN.	1,534,965	218,886		436,448	0	0	1,408,078		39,335	116,912	29,994	29,839																	3,814,457
	REGULATORY	& COMMUN.	982,896	61,053		54,169			18,471	0	1,647		2,178																		1,120,414
		HEAD																													0
	TOTAL	AMOUNT	8,822,930	896,018	(67,320)	901,143	3,254	54,583	1,461,094	0	40,982	427,000	1,455,652	482,118	1,053,409	679,843	98,153	(111,529)	0	0	47,765	0	0		45,715	215,603					16,506,413
		DESCRIPTION OF ITEMS	920 SALARIES AND WAGES	921 OFFICE SUPPLES AND EXPENSES	922 ADMIN. EXPENSE TRANS-CREDIT	923 OUTSIDE SERVICES EMPLOYED	924 PROPERTY INSURANCE	925 INJURIES AND DAMAGES	926 EMPLOYEE PENSIONS AND BENEFITS	928 REGULATORY COMMISSION EXPENSE	930.1 GENERAL ADVERTISING EXPENSE	930.2 MISC. GENERAL EXPENSE	931 RENTS	932 MAINT. OF STRUCT. & EQUIP.	403 DEPR. AND AMORT. EXPENSE	408 TAXES OTHER THAN INCOME	409 INCOME TAXES	410 PROV. FOR DEF. INC. TAXES	411 PROV. FOR DEF. INC. TAX CREDIT	411.5 INVESTMENT TAX CREDIT	426.1 DONATIONS	426.5 OTHER DEDUCTIONS	427 INTEREST ON LONG-TERM DEBT	430 INTEREST ON DEBT TO ASSOCIATE	COMPANIES	431 OTHER INTEREST EXPENSE	INSTRUCTION: Indicate each department or	Service function. (see Instruction	01-3 General Structure of Accounting	System Uniform System Account.	TOTAL EXPENSES -

### **DEPARTMENTAL ANALYSIS OF SALARIES - ACCOUNT 920**

	D	NUMBER			
NAME OF DEPARTMENT			ED IN AMOUNTS		PERSONNEL
Indicate each department or	TOTAL	PARENT	OTHER	NON	
service function	AMOUNT	COMPANY	ASSOCIATES	ASSOCIATES	END OF YEAR
Regulatory and Communications	982,896	0	982,896	0	15
Technology Services	513,540	0	513,540	0	11
<b>0,</b>		_	,	_	
Accounting	917,154	0	912,354	4,800	21
Finance	661,595	0	660,995	600	10
Administrative	1,534,965	0	1,511,265	23,700	22
Energy Markets	1,167,266	0	1,167,266	0	18
Engineering	1,268,949	0	1,268,949	0	21
Distribution	284,346	0	284,346	0	2
Customer Services	1,492,219	0	1,491,319	900	45

TOTAL	8,822,930	0	8.792.930	30.000	165

### **OUTSIDE SERVICES EMPLOYED - ACCOUNT 923**

**INSTRUCTIONS:** 

Provide a breakdown by subaccount of outside services employed. If the aggregate amounts paid to any one payee and included within one subaccount is less than \$25,000, only the aggregate number and amount of all such payments included within the subaccount need be shown. Provide a subtotal for each type of service.

	RELATIONSHIP
	"A" = ASSOCIATE
ADDRESS	"NA" = NON-ASSOCIAT

		"A" = ASSOCIATE	
FROM WHOM PURCHASED	ADDRESS	"NA" = NON-ASSOCIATE	AMOUNT
Outside Services - Legal			
Various		NA	24,224
Akin, Gump Strauss		NA	42,446
LeBoeuf, Lamb, Greene		NA	125,320
Outside Services - Accounting			
Grant Thornton		NIA	0.540
Grant mornton		NA	3,543
Outside Services - Other			
Various		NA	270,053
Bruce Mast & Associates		NA	37,400
Ceridian		NA	56,029
Factors Funding Co.		NA	45,488
Fitchburg Royal Plaza		NA	51,451
George Beram & Company Inc.		NA	39,026
Hay Group		NA	33,497
Russell Reynolds		NA	96,361
URT		NA	57,300
			·
Outside Services - Market Development			
Various		NA	5,285
Outside Services - Visibility			
Various		NA	13,720
		14/1	13,720
		TOTAL_	901,143

### **EMPLOYEE PENSIONS AND BENEFITS - ACCOUNT 926**

INSTRUCTIONS: Provide a listing of each pension plan and benefit program provided by the service

company. Such listing should be limited to \$25,000.

DESCRIPTION	AMOUNT
Health Insurance	809,337
Net Periodic Pension Expense	133,913
401 K	208,750
Life Insurance	65,375
Education	64,788
Other	34,537
Supplemental Executive Retirement Plan	111,659
FASB 106	32,735
	TOTAL 1,461,094

### **GENERAL ADVERTISING EXPENSES - ACCOUNT 930.1**

INSTRUCTIONS:

Provide a listing of the amounts included in Account930.1 "General Advertising Expenses", classifying the items according to the nature of the advertising and as defined in the account definition. If a particular class includes an amount in excess of \$3,000 applicable to a single payee, show separately the name of the payee and the aggregate amount applicable thereto.

DESCRIPTION	NAME OF PAYEE	AMOUNT
Advertising	Advance Notice, Inc.	11,665
Advertising	Adventures in Advertising	6,584
Advertising	Business Wire	13,535
Advertising	Northeast Creations	3,090
Advertising	Other	6,108
		TOTAL 40,982

### **MISCELLANEOUS GENERAL EXPENSES - ACCOUNT 930.2**

INSTRUCTIONS:

Provide a listing of the amount included in Account 930.02"Miscellaneous General Expense", classifying such expenses according to their nature. Payments and expenses permitted by Section 321 (b) (2) of the Federal Election Campaign Act, as amended by Public Law 94-283 in 1976 (2 U.S.C. 441 (b) (2) shall be separately classified.

DESCRIPTION	AMOUNT
Printing and Distribution of Quarterly and Annual Reports	76,515
Director's Fees and Expenses	233,638
Internet Development	8,994
Communications	107,853
	TOTAL 427,000

### **RENTS - ACCOUNT 931**

**INSTRUCTIONS:** 

Provide a listing of the amount included in Account 931, "Rents" classifying such expenses by major groupings of property, as defined in the account definition of the Uniform System of Accounts.

	TYPE OF PROPERTY	AMOUNT
Office Building		1,485,573
EDP Equipment		(33,685)
Miscellaneous		3,764
		TOTAL 1,455,652

### TAXES OTHER THAN INCOME TAXES\_ACCOUNT 408

INSTRUCTIONS:

Provide an analysis of Account 408, "Taxes Other Than Income Taxes". Separate the analysis into two groups: (1) other than U. S. Government and (2) U.S. Government taxes. Specify each of the various kinds of taxes and show the amounts there of. Provide a subtotal for each place of the second state.

for each class of tax.

KIND OF TAX		AMOUNT
Other than U.S. Government Tax:		
State Unemployment Tax - NH		8,406
Business Enterprise Tax		51,018
Business Profits Tax		1,406
	SUBTOTAL	60,830
U.S. Government Tax:		
Federal Insurance Contribution Act		608,850
Federal Unemployment Tax		10,163
	SUBTOTAL	619,013
	TOTAL	679,843

### **DONATIONS - ACCOUNT 426.1**

**INSTRUCTIONS:** 

Provide a listing of the amount included in Account 426.1, "Donations", classifying such expenses by its purpose. The aggregate number and amount of all items of less than

\$3,000 may be shown in lieu of details.

NAME OF RECIPIENT	PURPOSE OF DONATION	AMOUNT
P. J. Stulgis Memorial Fund		12,500
Easter Seals		6,735
United Way		7,350
Various		21,180
	TOTAI	47,765

### **OTHER DEDUCTIONS - ACCOUNT 426.5**

**INSTRUCTIONS:** 

Provide a listing of the amount included in Account 426.5, "Other Deductions", classifying

such expenses according to their nature.

DESCRIPTION NAME OF PAYEE AMOUNT

NONE

### SCHEDULE XVIII - NOTES TO STATEMENT OF INCOME

**INSTRUCTIONS:** 

The space below is provided for important notes regarding the statement of income or any account thereof. Furnish particulars as to any significant increases in services rendered or expenses incurred during the year. Notes relating to financial statements shown elsewhere in this report may be indicated here by reference.

See page 16.

### **ORGANIZATION CHART**

### ORGANIZATION CHART as of December 31, 2000

President Anthony J. Baratta, Jr. Senior Executive Vice President Michael J. Dalton Senior Vice President George R. Gantz Vice President Glenn D. Appleton Vice President Todd R. Black Vice President Laurence M. Brock Vice President & Treasurer Mark H. Collin Vice President David K. Foote

Vice PresidentRaymond J. MorrisseyVice PresidentThomas E. SmithVice PresidentFrederick J. StewartSecretarySandra L. Whitney

### METHODS OF ALLOCATION

The cost of services rendered by UNITIL Service are allocated and billed based on direct time charges and to a lesser extent, direct cost assigned to individual projects or jobs performed on behalf of associated companies in accordance with the general guidelines set forth below.

- A. Direct Labor Cost Gross Wages. Direct Labor Cost Gross Wages are based on the actual gross wage rates of assigned employees multiplied by the actual number of hours worked and directly charged to specific projects or jobs.
- B. Direct Labor Cost Other. Direct Labor Cost Other includes the costs of paid absences, such as vacations, sick pay and holidays, and are allocated by employee based on the direct time charged to associated companies. In the event there are not direct time charges available for this allocation, the direct time charges for all UNITIL Service employees are used to make this allocation.
- C. General Overhead Costs, including Indirect Labor. General Overhead Costs represent UNITIL Service Indirect Labor Costs and Administrative and General Expenses, and are allocated based on a monthly overhead rate applied against direct time charges. Indirect Labor Costs include pension costs, insurance, payroll taxes, employee savings plan, and similar payroll and benefit items. Administrative and General Expenses are those administrative and operating expenses incurred by UNITIL Service in providing services to associated companies which cannot be identified with or directly charged to a specific project or job.
- D. Direct Charges. Direct Charges are costs that are directly assignable based on the individual projects or jobs performed on behalf of associated companies, and are excluded from General Overheads. Direct Charges are billed at actual cost and include: Employee Travel, Meals, Lodging, and Other Related Expenses, Data Management Hardware Leases and Maintenance Costs, Telephone Lease, and other miscellaneous expenses.

ANNUAL STATEMENT OF COMPENSATION FOR USE OF CAPITAL BILLED - Non applicable

### SIGNATURE CLAUSE

Pursuant to the requirements of the Public Utility Holding Company Act of1935 and the rules and regulations of the Securities and Exchange Commission issued thereunder, the undersigned company has duly caused this report to be signed on its behalf by the undersigned officer thereunto duly authorized,

**UNITIL Service Corp.** 

By: /S/ Anthony J. Baratta, Jr. Anthony J. Baratta Jr., Sr. Vice President & CFO

April 17, 2001